Department of Energy
Washington, DC 20585

AUG 2 9 2001

MEMORANDUM FOR DISTRIBUTION

FROM: BRUCE M. CARNES
DIRECTOR, OFFICE OF MANAGEMENT,
BUDGET AND EVALUATION/CFO

SUBJECT: Guidance on Improving the Facilities Information Management System to Support Facilities and Infrastructure Management

The Department of Energy manages over 2.4 million acres of land and an aging inventory of over 120 million square feet of space that has a replacement plant value conservatively estimated at more than $100 billion. The Facility Information Management System (FIMS) is the corporate system for tracking real property owned or leased by the United States and under the custody and control of the Department. This information system must be updated by Department sites to contain accurate and complete data.

As part of the Secretary's property stewardship mandate, management will rely on information in FIMS to make decisions concerning the management of the Department's facilities and infrastructure. Best business practices, common sense, and a requirements-based facilities and infrastructure budgeting process dictate that we examine accurate and complete information regarding our holdings at a corporate level. In keeping with the Secretary's guidance, I am comfortable that FIMS, as currently revised, represents the data elements needed to manage the Department's real property assets.

I would like each Headquarters Program Office to populate and validate the 22 critically designated fields in FIMS within the next 90 days, with verification and completion of the remaining data by the end of FY 2002. Environmental Management closure sites are excepted from this initiative except reporting of certain deferred maintenance data elements.

Attached is guidance for implementing this initiative. The guidance addresses the FY 2001 Deferred Maintenance Reporting requirement needed for the Department's Financial Statement, for which more detailed guidance will be sent out under separate cover.

This package has been reviewed by the Field Management Council and has been approved by the Deputy Secretary for release.

Attachment

Distribution:

First Tier Organizations:

Administrator, National Nuclear Security Agency
Assistant Secretary for Energy Efficiency and Renewable Energy
Assistant Secretary for Environment, Safety and Health
Assistant Secretary for Environmental Management
Assistant Secretary for Fossil Energy
Office of Civilian Radioactive Management
Office of Energy Research
Office of Inspector General

Second Tier Organizations:

Manager, Albuquerque Operations Office
Manager, Chicago Operations Office
Manager, Idaho Operations Office
Manager, Nevada Operations Office
Manager, Oakland Operations Office
Manager, Oak Ridge Operations Office
Manager, Pittsburgh Naval Reactors Office
Manager, Richland Operations Office
Manager, Savannah River Operations Office
Manager, Schenectady Naval Reactors Office
Manager, Strategic Petroleum Reserve Project Office
Director, National Energy Technology Laboratory

Area Offices:

Manager, Brookhaven Area Office
Manager, Fernald Field Office
Manager, Grand Junction Project Office
Manager, Los Alamos Area Office
Manager, West Valley Area Office
Manager, Golden Area Office
Manager, Yucca Mountain Project Office
Manager, Ohio Field Office
Manager, National Renewable Energy Laboratory

FIMS IMPLEMENTATION PACKAGE

BACKGROUND:
FIMS is the corporate system for tracking real property owned or leased by the United States and under the custody and control of the Department. This information system does not contain accurate and complete information and cannot be relied upon for decisions concerning the management of DOE's facilities and infrastructure.

Originally this information system was developed and has evolved in response to a number of GSA requirements, Congressional requests, and Court Orders. Previously, FIMS captured 234 data elements. Over fifty percent of portions of these data fields were never populated and many others do not contain accurate information.

The Department has undertaken a complete reassessment of the data elements, including the requirements and use for each element and the percentage of data field population by element and site. Requirements for 83 data elements have been deleted or deferred. Current requirements will include the completion of 151 data fields (which are listed on the following Table). Only twelve of these fields require annual updates. Approximately 129 of these fields are currently populated; most of this information relates to property information, land records, and lease records.

Information which is incomplete or of doubtful quality includes building conditions and deficiencies, maintenance costs, excess facilities, hazard codes, and nuclear facilities availability (new parameters). Inaccurate and incomplete information severely limits the Department's ability to make a credible business case for facility and infrastructure initiatives and informed decision- making on program requirements and budget allocations. In addition, accurate maintenance cost information is required to meet the Department's Consolidated Financial Statement reporting requirements.

FACILITY INFORMATION USE:
Efforts have been undertaken to define the analysis and information required to meet our responsibilities in managing our facilities. FIMS provides the following:

- Accurate accounting of all property holdings as required by the General Services Administration Inventory of Government-Owned Real Property;
- Identification of real property facilities in an internet data base as required by Court Settlement (Haz Mat);
- Accurate maintenance cost information for the Consolidated Financial Statement;
- Sufficient information for the Department to plan for its facilities including the following:
    - Document current conditions of facilities and infrastructure as a basis to determine budget requirements and priorities;
    - Gauge whether sufficient maintenance resources are budgeted and expended to maintain facilities;
    - Project the anticipated useful life of systems and facilities;
    - Assess energy consumption and usage trends;
    - Determine availability and reliability of in-use nuclear facilities; and
    - Optimize utilization of space, adaptive reuse, projection of excess space, and facilities

REQUIREMENTS:

All FIMS fields are to be populated at all sites in accord with priorities established in the following Tables, and in accord with existing FIMS data entry protocols. Environmental Management closure sites are excepted from this initiative except for certain reporting of deferred maintenance. However, closure sites should review the accuracy of their existing GSA required, and land information, building status, hazard code, and maintenance data fields. Closure sites include Fernald, Rocky Flats, Mound, Weldon Spring and the Grand Junction Project Office. Plants, such as Pantex, which have unique classification circumstances (UCNI) where the data called for in FIMS is at a higher classification than FIMS can protect may leave such data fields blank or populate them with generic information.

The 22 critically designated elements will be populated within 90 days of issuing this guidance package. The population of all other data elements will be completed by September 30, 2002. Note, however, that in order to meet the requirements for the Department's FY 2001 Consolidated Financial Statements, **the FY 2001 deferred maintenance estimated cost information must be completed by October 30, 2001.**

CRITICALLY DESIGNATED DATA FIELDS

Populated in 90 Days **Table I Provides Definitions of Data Fields and Justification for Data Need**	
Deferred Maintenance Cost	Usage Code
Annual Actual Maintenance	Deficiency systems
Annual Required Maintenance	No. Of Floors
Building Status	Gross Square Footage
Status Utilization	Building RPV
Inspection Date	Excess Year
Summary Condition	Excess Indicator
Adjustment Description	Hazard Category
Adjustment Cost	Energy Consuming Buildings/Facilities
Adjustment Date	Energy Consuming Ind. & Lab Facilities
Design Use	Energy Consuming Metered Process

Implementation procedures to report deferred and annual maintenance on real property to meet the requirements for the Department's FY 2001 Consolidated Financial Statement will be provided under separate cover.

Information provided must conform to common definitions. Table I, which is attached to this document, provides definitions for the critically designated data fields. All of the FIMS data elements and definitions are listed in the FIMS Data Dictionary on the FIMS web site at http://fims.hr.doe.gov under the documentation topic. Sites are to annually verify populated data as defined in their Quality Assurance Plan.

All remaining data elements are to be entered and verified in Fiscal Year 2002. Prioritization of data entry is defined in the following table:

PRIORITIZATION FOR REMAINING DATA FIELDS

Quarter Ending	Data Categories
First Quarter–December 2001	Remaining Property Information including FIS Codes
Second Quarter–March 2002	Occupancy Information UFAS–Compliance with Handicap Requirements
Third Quarter–June 2002	Lease Records GSA Assigned Space Parameters
Fourth Quarter–September 2002	Nuclear Facilities Operational Availability Nuclear Material Quantities

MANAGEMENT PROCEDURES:

Each Operations Office or Site Office, if designated, will select a Task Leader to manage a team comprised of individuals knowledgeable in facility management, FIMS and ES&H issues to lead this effort. The name of the Task Leader will be furnished to CR-80 and the responsible Program Office within seven days following the signature of the memorandum by the Chief Financial Officer. The team will be responsible for gathering and ensuring the accuracy of the FIMS information. Information will be provided to the site FIMS Administrator for entry.

Monthly FIMS conference calls, managed by the CR-80 staff, will include the participation of Program Office and Field FIMS Administrators and Task Leaders. Status reports and questions regarding the FIMS Data Base will be addressed during these conference calls. In addition, the FIMS Facility Data Development Committee (FDDC) comprised of CFO and programmatic representatives will address issues which arise, define additional needs and applications of information collected and prepare senior management F/I reports. Monthly status reports will also be provided to the Chief Operating Officer's Council. Program and Site FIMS Administrators/Representatives are identified in the following Tables .

FIMS DATA FIELDS

GSA Required	DOE Required	HAZ MAT	Condition	Financial
INFORMATION PROVIDED AT SITE LEVEL				
Site Name Site Address GSA Control No Site Excess Indicator Geo Location-City Geo Location-State Geo Location-County Cong. Districts (1-10) Last Yr. DOE Survey Last Yr. GSA Survey	Site Number Secretarial Office Landlord Program Nat'l Priority List Regulatory Agreement Area Level Area Name Area Number M&O Contractor		Seismicity	
INFORMATION COLLECTED BY BUILDING, OTHER STRUCTURES & FACILITIES, TRAILERS				
Property Type Owned/Leased Ind Usage Code Acquisition Cost Gross Sq. Ft. No. of Buildings Year Acquired GSA Space Paid Rent Total Occupants Inside Parking Outside Parking Office Space Storage Space Special Space Land Records Acreage Urban Acreage Rural Acquisition Method Acquisition Date	Property ID Property Name Alt. Property Name Building/Trailer RPV Building/Trailer Status Status Date Transfer to PSO Responsible PSO No. of Floors No. Below Grade Model Bldg Type Status Utilization Historic Designation Design Use Net Occ Sq. Ft. Primary Quantity Land Ownership Yr. Built Excess Indicator Excess Year Notes Outgrant Indicator Occupancy Occupant Type No Occupants Indica Occupant ID Occupant Name No. of Employees Energy Consumption Buildings/Facilities Industrial/Laboratory Metered Process EMS3 Site # Meters	Hazard Category	Maintenance Deferred Maint Cost Required Maint Cost Actual Maint Cost Last Inspection Date Deficiency Systems Summary Condition Availability Fail Rate Normal Fail Rate Standby PBPI UFAS Compliance Indicator Exemption Code Justification Seismic Seismic Exemption Seismic Essential Seismic Comments	FIS FIS Asset Type FIS Report Source Estimate Ind Not Capitalized Ind Adjustment Date Adjustment Cost Adjustment Description Lease Records Contract No. Lessor Lessor Address Cancel Rights Notice Effective Date Expiration Date Initial Date Leased Sq. Ft. Annual Rent Other Costs Renewal Options Annual Rent/sqft Escalations Responsible Party Lessee

FACILITIES INFORMATION MANAGEMENT SYSTEM REPRESENTATIVES

FIELD OFFICE ADMINISTRATORS		
FIELD OFFICE	SYSTEM ADMINISTRATOR	PHONE NUMBER (FAX)
Albuquerque Operations Office	Christine Campbell	(505) 845-5897 (5204)
Chicago Operations Office	Gloria Baldwin	(630) 252-2147 (2835)
Nat'l Energy Technology Laboratory	Debra Purkey Rick Price	(304) 285-4163 (4403) (412) 892-6196 (6216)
Golden Field Office	Lisa Burns	(303) 384-7303 (7330)
Idaho Operations Office	Dan Shirley (DOE) Janet Miceli	(208) 526-9905 (1184) (208) 526-6949 (8948)
Nevada Operations Office	Mike Horn Bill Montana (DOE)	(702) 295-0621 (6462) (702) 295-1899 (0689)
Oak Ridge Operations Office	Brenda Ivey	(865) 576-2397 (9189)
Oakland Operations Office	Ron Howard	(510) 637-1705 (2005)
Ohio Field Office	Debbie Hoover	(937) 865-3499 (3843)
Pacific Northwest National Lab	Amie Lee	(509) 376-4882 (372-3656)
Pittsburgh Naval Reactor Center	Tim Glock	(412) 476-7230 (7310)
Richland Operations Office	Mike Elsen	(509) 376-8021(4963)
Rocky Flats Office	Steve Schiesswohl	(303) 966-6501 (2994)
Savannah River Operations Office	Ron Jernigan	(803) 725-2685 (0375)
Schenectady Naval Reactors	Bob Robusto Cal Bowie (DOE)	(518) 395-7484 (4450) (518) 395-6373 (6078)
Southwestern Power Administration	Linda Mummey	(918) 595-6664 (6656)
Strategic Petroleum Reserve	(position vacant)	
Western Area Power Administration	Nona Rivera	(702) 962-7276 (7284)
Yucca Mountain Project	Jim Schmitt	(702) 794-5094 (5557)

PROGRAM OFFICE CONTACT LIST		
PROGRAM OFFICE	**REPRESENTATIVES**	**PHONE NUMBER (FAX)**
Chief Financial Office (CR-80)	Kenneth C. Baker (kenneth.c.baker@pr.doe.gov) James Cayce (james.cayce@pr.doe.gov)	(202) 586-4502 (4500) (202) 586-0072 (4500)
NNSA	Bruce Scott (bruce.scott@hq.exch/us	(202) 586-0992
Office of Science (SC)	Steve Rossi (steven.rossi@science.doe.gov) John Yates john.yates@science.doe.gov)	(301) 903-5534 (8442) (301) 903-8435 (8442)
Environmental Management (EM)	Andrew Szilagyi andrew.szilagyi@em.doe.gov Ken Chacey ken.chacey@em.doe.gov Bill Levitan william.levitan@em.doe.gov Charles Head charles.head@em.doe.gov	(301) 903-4278 (4307) (301) 903-1456 (4307) (202) 586-7357 (0049) (202) 586-0200 (5393)
Energy Efficiency (EE)	Victor Petrolati (svicor.petrolati@hq.doe.gov)	(202) 586-4549 (3000)
Environmental Management (EH)	Chuck Ramsey (chuck.ramsey@hq.doe.gov)	(301) 903-5999

If you have any questions please contact Jim Cayce at (202) 586-0072 or Ken Baker at (202) 586-4502 to discuss this Guidance package.

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Maintenance Data Fields:	*Commentary: These data fields are used to define the total maintenance requirements and expenditures of the Department through a readily auditable process since it identifies maintenance for each asset in the inventory. This information will be used to conduct maintenance trend analyses (at facility, site, program, and Departmental level), make comparisons (on a year to year basis) between sites and with benchmarks and support the budget review process, outyear budgets levels and resource allocations.* **Maintenance is all the day-to-day work that is required to sustain property in a condition suitable for it to be used for its designated purpose. Maintenance costs include preventive/predictive maintenance and corrective maintenance on all capitalized plant property and & installed equipment, (including, but is not limited to, installed process equipment, i.e. reactors, accelerators, production equipment, etc.) <u>regardless of the source of maintenance funding either direct or indirect, programmatic or multi-program.</u>** *Commentary: Maintenance is to include, but is not limited to GPP; GPE; line items; other contract procured maintenance; maintenance included in space charges; and maintenance on programmatic installed building equipment.* **Note: Maintenance Costs/Work <u>DO NOT</u> Include the Following: (1) regularly scheduled janitorial work such as cleaning and preserving facilities and equipment; (2) work performed in relocating or installing partitions, office furniture, and other associated activities; (3) work usually associated with the removal, moving, and placement of equipment; (4) work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended; (5) improvement work performed directly by in-house workers or in support of construction contractors accomplishing an improvement; (6) work performed on special projects not directly in support of maintenance or construction; and (7) non-maintenance roads and grounds work, such as grass cutting and street sweeping.**	Data is needed to determine whether adequate maintenance is being budgeted, and expended to maintain the complex's facilities and infrastructure. These data fields are needed to meet requirement from the Financial Accounting Standards Advisory Board that all agencies report a deferred maintenance estimate in their Annual Financial Statement. The Chief Financial Officer satisfies this requirement through reporting this data in FIMS. Data analysis from previous years' deferred maintenance reports indicates that the numbers have been under reported. In many cases the contractors do not have credible inspection programs in place to identify and estimate maintenance deficiencies.

TABLE 1
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To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Deferred Maintenance Cost	**Deferred Maintenance, as defined in the Statement of Federal Financial Accounting Standards No. 6, is "maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period." However, the standard provides two methods to determine any deferred maintenance estimate; either (1) life cycle costing analysis or (2) periodic inspections to determine asset deficiencies and the associated costs to correct those deficiencies.** *Commentary: It is the Department's policy that deferred maintenance estimates be determined using results of periodic inspections of plant, property and equipment and the results entered into FIMS for reporting in the Department's Annual Financial Statement. Standard No. 6, requires that deferred maintenance be reported for both critical and non-critical maintenance. As a note, many sites have reported minimal deferred maintenance estimates that may or may not have included all critical and non-critical maintenance (see commentary next column). To more accurately reflect the condition of the DOE physical plant, the Department will corporately report all deferred maintenance in the estimate using the guidelines promulgated in the Annual Deferred Maintenance Implementing Guidance.* *There has also been confusion concerning funding aspects relating to deferred maintenance. Some sites have determined that an item is not deferred if it has not been scheduled due to lack of funding or other resources. That should not be the case. The following is from the Deferred Maintenance Implementing Guidance:* ***Optimum period*** *is defined as that time in the life cycle of an asset when a maintenance action(s) should be accomplished (based on engineering/maintenance analysis) to preserve and maximize the useful life of the asset, all independent of funding availability or other resource implications. For example, if a maintenance action is identified in FY 2001 and the optimum period for completion of the maintenance is FY 2003, the activity is not deferred maintenance. The activity would represent deferred maintenance if the optimum period for accomplishing the maintenance is FY 2001 or before and work has not been completed (e.g., work delayed due to lack of funding or other resources) by the end of fiscal year 2001.* *Also note that deferred maintenance* ***must*** *be captured* ***for all property, plant, and equipment, including programmatic equipment.*** *See commentary under actual maintenance. Also, for closures sites, even though generally exempt from FIMS requirements, closure sites* ***must*** *report deferred maintenance for facilities that pose an environmental, safety, or health risk.*	*Data is needed to determine whether adequate maintenance is being budgeted, and expended to maintain the complex's facilities and infrastructure. This information will be used to conduct maintenance analyses (at facility, site, program, and Departmental level), make comparisons (on a year to year basis) between sites and with benchmarks and support the budget review process, outyear budgets levels and resource allocations.* *Commentary: Critical and non critical maintenance are terms used by some sites and have no uniform definition.. LLNL provides the following example: Critical deferred maintenance is associated with facility systems or components that if fail will cause mission shutdown, significant or moderate mission delay or result in serious ES&H issues if not repaired in less than two years. Failure of non-critical systems has minor impacts on mission performance and can be deferred within current mission requirements or require no corrective action and can be deferred indefinitely. Identification of critical and non-critical systems is determined by program managers. Maintenance or facility managers evaluate probabilities of system failures and condition assessments are used to estimate repair or replacement costs and life expectancies. These terms have no relevance except to the site.* ***All maintenance must be reported.***

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Annual Actual Maintenance	***The actual costs incurred in the current fiscal year of all maintenance activities for a building or Other Structures and Facilities (OSF) (including repairs and those activities accomplished in the current fiscal year that were identified in the previous fiscal year deferred maintenance estimate).*** *Commentary: The definitions of required and actual maintenance require that the source of costs be the maintenance management systems and not solely the budget/financial systems. Analysis of recent data indicates that the information entered into these fields has been from the budget systems, which do not reflect actual maintenance requirements as determined by engineering, maintenance or vendor equipment/component analysis. Also, these costs have included capital improvements (i.e. betterments) that should not be included. Improvements to real property should be added to the cost basis of the asset in the Adjustment Cost data field. Also, see commentary under Maintenance Data Fields.* *Regarding programmatic maintenance, for the* ***annual actual maintenance*** *and* ***required maintenance*** *cost categories,* ***do not*** *include the maintenance costs associated with programmatic real property or programmatic equipment. In this context "programmatic real property" refers to reactors, accelerators, and similar devices used by programmatic personnel that were typically acquired with line item funding, and that are usually listed in FIMS as "Other Structures and Facilities (OSFs)." "Programmatic equipment" refers to personal property used by programmatic personnel, including the personal property meeting the threshold for the list of capital equipment.* ***To reiterate, only report in the annual actual and required maintenance categories, the maintenance costs of the buildings (or OSFs) including the built in systems such as heating/ventilation/air conditioning systems, elevators, and similar equipment and systems that are part of the building structure that house the programmatic property/equipment.*** *For the* ***deferred maintenance estimate, all*** *plant and programmatic real property as identified above is to be included in the estimate.* *Programmatic equipment, i.e. personal property, is not to be included in the deferred maintenance estimate for real property and will be captured in another Departmental call for personal property . There has also been a question as to whether maintenance activities accomplished using capital funds should be included in the annual actual and required maintenance costs categories. The answer is yes, all maintenance activities are to be reported regardless of the source or type of funds.*	*Beside need to determine whether adequate maintenance is being budgeted, and expended to maintain the complex's facilities and infrastructure, this data is used as (1) to provide the required maintenance component of facilities operational costs for budget and management by the Department, and (2) indicator to validate the deferred maintenance estimates by trending analysis. This information will be used to conduct other maintenance analyses (at facility, site, program, and Departmental level), make comparisons (on a year to year basis) between sites and with benchmarks and support the budget review process, outyear budgets levels and resource allocations*

TABLE 1
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FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Annual Required Maintenance	***Estimates of all costs to perform maintenance activities for a building, trailer/modular, or OSF in the current fiscal year that one would normally expect to be accomplished as determined by engineering/maintenance/life cycle analysis and vendor maintenance schedule. Included are preventive maintenance, predictive maintenance, and any other maintenance activity required (such as a roof replacement) for which the current fiscal year is the optimum period of accomplishment. Costs for repairs (corrective maintenance) are generally not known and should not be reported in this category. Do not include maintenance requirements that were identified in the previous fiscal year deferred maintenance estimate (unless you programmed those items to be accomplished in the current fiscal year).*** *Commentary: The definitions of required and actual maintenance require that the source of costs be the maintenance management systems and not solely the budget or financial systems. Analysis of recent data indicates that the information entered into these fields has been from the budget systems which do not reflect actual maintenance requirements as determined by engineering, maintenance or vendor equipment/component analysis. Also, these costs have included capital improvements (i.e. betterments) that should not be included. Improvements to real property should be added to the cost basis of the asset in the Adjustment Cost data field. Also, see commentary under Maintenance Data Fields.* *Note that required maintenance for programmatic real estate/equipment need not be reported. See "programmatic equipment" commentary under Actual Maintenance.*	*Beside need to determine whether adequate maintenance is being budgeted, and expended to maintain the complex's facilities and infrastructure, this data is used as (1) to provide the required maintenance component of facilities operational costs for budget and management by the Department, and (2) indicator to validate the deferred maintenance estimates by trending analysis. This information will be used to conduct other maintenance analyses (at facility, site, program, and Departmental level), make comparisons (on a year to year basis) between sites and with benchmarks and support the budget review process, outyear budgets levels and resource allocations.*

TABLE 1 CRITICALLY DESIGNATED FIELDS To be populated in 90 Days		
FIELDS	**DEFINITION (in Bold)**	**WHY DATA IS NEEDED**
F&I Condition Readiness Fields:	*Commentary: Those Fields that, when taken together, identify the basic condition and status of the facility.*	*These fields allow Field, HQ program and staff offices to scope, then monitor implementation of condition assessment efforts; document the current condition of facilities and infrastructure as basis to determine budget requirements and priorities, and enable reporting on the relationship of costs to condition to operating status.*
Building Status	***Categories defining building status which include: (1) Operating - A facility that is required for DOE's current and ongoing needs and responsibilities. (2) Operational Standby - If there is any future programmatic use of the facility (other than cleanup) expected. (3) Shutdown Pending Transfer - Indicates the facility is to be planned for eventual transfer to another programmatic office or organization. (4) Shutdown Pending D&D - Indicates the facility has been shutdown for the purpose of eventual D&D (regardless of when D&D activities are slated to start). Under this category, the programmatic office or organization responsible for D&D activities would have responsibility for this facility. (5) D&D in Progress - D&D activities are underway. This activity would be identified once funds have been budgeted and approved for expenditure. (6) Operating Pending D&D - Indicates the facility has been transferred to the programmatic office or organization responsible for D&D activities. The facility is being used for site clean up activities. (7) Operating under an Outgrant - A facility being used by another party through means of a lease, easement, license, or permit.***	*It provides the ability to array other data against the status of the asset, e.g. a comparison of deferred maintenance for operating against that for shutdown pending transfer for all physics laboratories.*

TABLE 1
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To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Building Status (cont)	***(8) Transfer to Another Federal Agency - The facility has been designated for eventual transfer to another federal agency. (9) Sale -Indicates the facility has been sold to a private business, community, commercial development group or local governmental development authority. (A) Demolished – Indicates the facility has been demolished, torn down. This status is to be used for buildings/trailers that no longer physically exists. (B) Deactivation – A facility that has completed or is undergoing the process of placing it in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination remaining in the fixed structures and equipment after deactivation. Not all deactivated facilities will be declared as excess facilities. © Shutdown Pending Disposal – Indicates the facility has been shutdown and has been identified for eventual disposition. The process to report the facility as excess to the Department's needs has been either started or completed.***	

TABLE 1
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FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Status Utilization	***The percentage of the facility's net square feet that is utilized when the Building Status is 'Operational'. Space assigned to a specific program or general use function will be considered active. Space in transition because occupants are moving in/out will be considered active UNLESS the vacated space has not been assigned to a specific program or general use function. Existing space under renovation or planned for renovation (where funds are designated for renovation) will be considered active. If the space is planned for renovation but no funds have been designated, such space will be considered inactive. All other space in an operating facility will be classified as active.***	*Provides the ability to identify opportunities to improve utilization of space for existing or other missions; excessing and adaptive reuse.*
Inspection Date	***The date of the most recent inspection of the building or OSF. For assets that are inspected more than once per year, this date field only has to be changed to represent the last inspection prior to the fiscal year reporting period. If multiple inspections are accomplished , a date of January 1 can be entered to represent the multiple inspections were performed during the fiscal year reporting period.*** *Commentary: The date of asset's last condition assessment, which is a periodic assessment of the condition of an asset against engineering and maintenance criteria.*	*Provides ability to gauge the validity of required maintenance costs and to determine the scope of the next condition assessment cycle.*
Usage Code	***Code which designates the current use of a property. Land usage codes consist of 2 characters, Building/Trailer usage codes consist of 3 characters, and OSF usage codes consist of 4 characters.***	*Essential input for a system generated RPV and enables the grouping of like facilities and OSF for further analysis, comparisons across the complex, and tailoring reports.*
Gross Square Footage (SQFT)	***The total floor area of a building in square feet (exterior wall to exterior wall).***	*Essential input for a system generated RPV.*

TABLE 1
CRITICALLY DESIGNATED FIELDS
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FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Summary Condition	***Each building or trailer will be placed in a summary condition category of Excellent, Good, Adequate, Fair, Poor or Fail. The designation is based on the deferred maintenance cost from the current condition assessment divided by the replacement plant value. The purpose of this field is to determine the condition of the asset's structure and systems and not to rate its functionality or suitability to meets its mission. The categories are automatically calculated within FIMS and have been simplified.*** ***Excellent: Deferred maintenance is required at a cost < 2% of replacement plant value.*** ***Good: Deferred maintenance is 2<5 % of replacement plant value.*** ***Adequate: Deferred maintenance is required at a cost 5<10% of replacement plant value.*** ***Fair: Deferred maintenance is required at a cost 10< 25% of replacement plant value.*** ***Poor:.Major deferred maintenance required at a cost 25<60% of replacement plant value.*** ***Fail: Replacement is required because deferred maintenance cost is ≥60% of replacement plant value.*** *Commentary: The Summary Condition Code categories have changed. The categories are now computer generated based on the Facility Condition Index(FCI) which is the deferred maintenance cost divided by the replacement plant value.*	*This field allows for a consistent, Department-wide classification of an asset's condition. It is computer-generated and provides a snapshot of a building's condition, and as such, it is an indices for future action.*

TABLE 1 CRITICALLY DESIGNATED FIELDS To be populated in 90 Days		
FIELDS	**DEFINITION (in Bold)**	**WHY DATA IS NEEDED**
Replacement Plant Value (RPV) Improvement Data Fields:	*Commentary: RPV is the estimated cost for replacing an existing structure or facility with a new one. RPV is an industry recognized element for appraising and determining a suitable level of maintenance. RPV is FIMS generated and is based on sq. footage, current usage codes, and specific facility models. The FIMS calculation assumes the replacement facility meets modern construction, energy, safety, and accessibility standards. When complete, these fields will enable the Department to improve the accuracy of RPV, an important component in Facility and Infrastructure budget analysis and justification support. The RPV unit costs will be updated annually.*	*The ratio of actual maintenance to RPV is used to determine and support a appropriate level of maintenance funding for facilities (Federal Construction Council recommends a 2 - 4% level). Data needed will be used with 46 facility models which will be developed by August to immediately improve the estimates of DOE's FY 03 F&I maintenance budget. Site RPV estimates will still be allowed.*
Adjustment Description	***Description of the capital adjustment/improvement.***	*This information is needed to identify the type of improvements made. This field helps track how and where the F&I capital funds were spent.*
Adjustment Cost	***Cost of the capital adjustment/improvement.*** *Commentary: Capital Adjustment/Improvement are those improvements or betterments made to the facility or infrastructure with capital funds. Real Property, because it is a durable, long-lived asset, and as required by the Federal Property Management Regulations, must include all capital improvements regardless of cost.*	*This information is needed to ensure that the RPV reflects the cost of the asset and all improvements. If it is not included, the RPV will be inaccurate and the ratio of deferred maintenance to RPV will indicate a worse than actual condition.*
Adjustment Date	***Date the capital adjustment/improvement was made.***	*This information is needed to ensure that the RPV is current. If it is not included, the RPV may be inaccurate. This field helps track when F&I money was spent.*
Design Use	***Usage code that identifies the original design use that the building/trailer was constructed for. Building/Trailer usage codes consist of 3 characters.***	*This field is used to identify which facilities have been converted to another use (e.g. a hangar is now used as a warehouse). If not correct, the RPV will be inaccurate. Can aid in identifying (functionally) obsolete facilities.*

TABLE 1 CRITICALLY DESIGNATED FIELDS To be populated in 90 Days		
FIELDS	**DEFINITION (in Bold)**	**WHY DATA IS NEEDED**
Deficiency System	***Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Available choices include: Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Site-work. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field.***	*This information will allow for analysis to determine which subsystems in a facility are in greatest need of maintenance/renovation. This data field is also needed to link condition assessment systems now in use to FIMS.*
No. of Floors	***The number of floors in a building including below grade floors. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk".*** *Commentary: Identification of the total number of floors in a building (above and below grade).*	*This information is needed to ensure that the correct RPV model is used. If it is not included the RPV will be inaccurate and the ratio of deferred maintenance to RPV will probably indicate a worse than actual condition.*

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Building RPV	*Commentary: This field is usually system generated (HQ) but, sites (Contractor) have the ability to input a new RPV number when more accurate cost (value) information is available at the site. It is assumed that sites developing their own RPV are expanding on existing models to more adequately address site building configuration.* ***HQ (System Generated RPV) - Current cost to replace an existing building with a new building. This value doe not include the cost of the underlying land, personal property within the building, site work, demolition, decontamination and any production equipment. RPV is dependent on a standardized building model based on RS Means Cost works square foot building models. Model selection depends on the usage code field and the number of stories of the building. A cross walk of usage codes to models has been built into the FIMS RPV calculation module. The RPV is automatically calculated by FIMS using model square foot cost, gross square footage, a geographic adjuster and local site factors. The resulting RPV is intended for macro analysis and not as a substitute for a detailed cost estimate such as a bid price for particular building. Each site has the option to replace a FIMS derived RPV with a site derived/engineered value.*** ***CONTRACTOR - The site's estimated value for replacing a building. All equipment or fixtures (such as plumbing, electrical, heating, built-in cabinets, and elevators) that are installed in a building in a more or less permanent manner or that are essential to its primary purpose are considered to be part of the building. The estimated value of the land and the value to demolish or decontaminate a building will not be included..***	*This element provides a site with the ability to input a RPV value in FIMS, if estimate is available, to ensure that the RPV reflects the true value of the asset and all improvements at a particular site, especially when the facility is too specialized to fit into the FIMS RPV models.*

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Excess Facility Data Fields:	*Commentary: . These data fields define the current number of excess facilities, the possibility of contamination, and when the facility is projected to become excess.* ***Excess real property is land, improvements to land, or both, including interests therein, which is not required for the Department's needs or the discharge of its responsibilities***	*Identifying an accurate number and type of excess facilities is important to the facility and infrastructure initiative since they have an impact on maintenance costs in operating budgets. Information from these elements can be used to project cost or cost avoidance impacts related to reconfiguration and disposition activities or no action alternatives.*
Excess Year	***The year in which the Field Office/Site designates the property as Excess.***	*This field provides a prospective date that is useful to determining the timing of future transfers to EM. Focus efforts on identifying existing excess inventory plus those excess within 10 years.*
Excess Indicator	***Indicates (Yes/No) that the Field Office/Site has designated the property as Excess now or will be Excess in the future. It is not intended to indicate that the property has been formally declared excess to the department's requirements*** *Commentary: This indicator means that the field office has, based on the annual utilization survey required by the Federal Property Management Regulations, designated the property as excess now, or will be excess in the future.*	*This data field will allow for an accurate inventorying of current and prospective excess buildings and land. It is indispensable to the reporting on and management of excess property.*

TABLE 1 CRITICALLY DESIGNATED FIELDS To be populated in 90 Days		
FIELDS	**DEFINITION (in Bold)**	**WHY DATA IS NEEDED**
Hazard Category	***Identifies the Hazard Category associated with a building*** ***(1) 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant off-site consequences during an accident. (DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports)*** ***(2) 02 Nuclear Facility Category 2 - Hazard analysis shows the potential for significant on-site consequences during an accident. (DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports)*** ***(3) 03 Nuclear Facility Category 3 - Hazard analysis shows the potential for significant localized consequences during an accident. (DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports)*** ***A facility which contains or handles quantities of nuclear material less than the threshold limits for Category 2 but greater than those for Radiation Facility.*** ***(4) 04 Radiological Facility – Facility which handles or contains nuclear materials, but at levels below the threshold for a Nuclear Category 3 facility as defined in DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports.*** ***(5) 05 Chemical Hazard Facility – The quantity of chemicals contained in the facility exceeds the threshold quantity for those chemicals covered under OSHA's Chemical Process Safety regulation 29 CFR 1910.119, Appendix A*** ***(6) 06 Nuclear Category 1 and Chemical Hazard Facility- Meets criteria for hazard categories 01 and 05.*** ***(7) 07 Nuclear Category 2 and Chemical Hazard Facility- Meets criteria for hazard categories 02 and 05.*** ***(8) 08 Nuclear Category 3 and Chemical Hazard Facility- Meets criteria for hazard categories 03 and 05.*** ***(9) 09 Radiological Facility and Chemical Hazard Facility- Meets criteria for hazard categories 04 and 05.*** ***(10) 10 Not applicable – Facility does not fall into any of the above categories.***	*This data is critical to account for the number of contaminated and non-contaminated buildings. Information is also useful to analyzing maintenance costs and scope of future transfers to EM. Population of this field enables the deletion of 31 other fields without a loss of the ability to identify hazardous facilities in the inventory.*

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Energy Consumption Fields:	*Commentary: These Fields are essential for measuring Department performance in meeting Executive Order 13123- energy reduction goals; Departmental energy conservation goals; and Presidential directives on energy conservation.*	*At lease 22 sites have not completed these fields and are impacting the preparation of the FY 2000 Congressional report. Data is needed for all four fields to ensure accurate reporting of the Department's and an individual site's energy consumption per square foot.*
Energy Consuming Bldgs & Facilities	***Square footage currently reported under the Buildings category in the Energy Management System 3 (EMS3) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space with energy being consumed for heating, cooling, ventilation, lighting or to service the water heating energy load requirements of the facility. It may also include square footage for some buildings which are not separately metered and could be classified as Laboratory and Industrial Facilities, or Metered Process (Exempt) Facilities, but without additional metering can only be placed in this category.***	*One of four gross square footage fields that is used to calculate energy consumption. Consumption data is provided to Congress to measure the Department's progress in meeting energy consumption reduction goals. Incomplete or inaccurate information in these fields are impacting the preparation of the Congressional report for DOE FY 2000 energy consumption.*
Energy Consuming Ind. & Lab Facilities	***Square footage currently reported under the Industrial and Laboratory Facilities category in the Energy Management System 3 (EMS3) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed by any fixed equipment, building, or complex for the production, manufacturing, or other processes that uses large amounts of capital equipment in connection with, or as part of, any process or system, and within which the majority of energy use is not devoted to the heating, cooling, lighting, ventilation, or to service the water heating energy load requirements of the facility.***	*One of four gross square footage fields that is used to calculate energy consumption. Consumption data is provided to Congress to measure the Department's progress in meeting energy consumption reduction goals. Incomplete or inaccurate information in these fields are impacting the preparation of the Congressional report for DOE FY 2000 energy consumption.*

TABLE 1
CRITICALLY DESIGNATED FIELDS
To be populated in 90 Days

FIELDS	DEFINITION (in Bold)	WHY DATA IS NEEDED
Energy Consuming Metered Process	***Square footage reported under the Metered Process (Exempt) category of the Energy Management System 3 (EMS3) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed but it is technically infeasible to implement energy efficiency measures or where conventional performance measures are rendered meaningless by an overwhelming proportion of process-dedicated energy (greater than 80%). The purpose of this category is to identify the square footage containing heavier, non-Building Load, machine or production line metered process energy consumption that varies year to year in direct response to programmatic activity.***	*One of four gross square footage fields that is used to calculate energy consumption. Consumption data is provided to Congress to measure the Department's progress in meeting energy consumption reduction goals. Incomplete or inaccurate information in these fields are impacting the preparation of the Congressional report for DOE FY 2000 energy consumption.*
Non-Energy Consuming Bldgs & Facilities	***Any square footage remaining after the Energy Consuming Buildings/Facilities, Energy Consuming Industrial and Laboratory Facilities and Energy Consuming Metered Process (Exempt) Facilities square footage is subtracted from the total GSA-reported square footage (Gross SQFT). The sum of the four square footage subcategories must equal the total square footage reported to GSA.***	*This data is the remainder of the gross square footage that is not consuming energy. It is used to ensure overall data integrity. Failure to populate this quality assurance related field makes data in the other three questionable.*